

Attach to original schedule

Schedule #: 73 - 0268 - A

Effective Date: 09/09/97

Sheet: 1 of 1

73-268

Approved April 24, 1973

CENTRAL INVENTORY RECORD OF MISSING PROPERTY FILE

Approved disposition instructions for schedule 73-268 should be amended as follows;

MISSING OR STOLEN PROPERTY SHOULD BE REPORTED TO THE PROPS INVENTORY COORDINATOR FOR THE PARTICULAR OFFICE/DISTRICT.

THE PROPS COORDINATOR WILL IN TURN PREPARE A DOT 595 MISSING OR STOLEN PROPERTY REPORT. THE 595 FORM WILL THEN BE FORWARDED TO THE FOLLOWING OFFICES;

GENERAL SUPPORT SERVICES  
OFFICE OF PERMITS AND ENFORCEMENTS

IF THE MISSING OR STOLEN PROPERTY IS NOT RECOVERED WITHIN TWO YEARS THE PROPS INVENTORY COORDINATOR IS TO DELETE THE PROPERTY FROM THE INVENTORY.

THE DOT 595 MISSING OR STOLEN PROPERTY REPORT SHOULD BE RETAINED BY EACH OFFICE FOR TWO YEARS AFTER DELETION AND THEN DESTROY.

OFFICE HEAD:

*John M. Fudak*

DATE: 8-20-97

RECORDS MANAGEMENT ANALYST:

*Marsha B. Lent*

DATE: 8/20/97

The State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached retention schedule application.

*Edward Wedlon*  
Edward Wedlon

Secretary of State Designee

*9/11/97*  
Date

73-268

Approved April 24, 1973

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Marsha B. Lamb

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Edward Weldon

Secretary of State Designee

9/11/97

Date



STATE  
OF  
GEORGIA

Application for  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date APR 16 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received APR 16 1973	Application No. 73-268
3. AGENCY, Division, Subdivision & Administering Office Address  Department of Transportation Division of Administration General Support Services Atlanta, Georgia		4. Person to Contact  Mike Koonce	
		5. Working Title Accountant 1	6. Tel. No. 656-5595

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.

☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series  
April, 1973 - To Date

9. Exact Series Title  
Central Inventory - Record of Missing Property File

10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to accounting for missing property.

Included is Central Inventory - Record of Missing Property File (Form DOT 595).

File is arranged chronologically by month and thereafter by District Office.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Ca. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Ca. Ft. of Records			
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency?  
The record copy is maintained at the General Office & a duplicate copy is filed in the District Offices. The State Supervisor of Purchases also receives a copy. ☒ [X] ☐ [ ]
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☒ [X] ☐ [ ]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 1 years:
- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

Article 9 Section 6 of the Purchasing Code gives the State Supervisor of Purchases the authority to designate the retention period for this record. He has stipulated that the record must be retained for a period of 1 year.

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each
- ☒ [X] CALENDAR YEAR -☐ [ ] FISCAL YEAR -☐ [ ] Other then:
- ☐ [ ] Hold in the current files area month(s)/ year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [ ] Local Holding Area; hold 1 year(s):
- ☒ [X] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Office *M. Bradford* Date *4/11/73*

26. Recommendations		<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	Head of Agency/Designee	Date
in Paragraph	State	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<i>William H. Allen</i>	<i>4-17-73</i>
	Records	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	<i>4-16-73</i>
	Committee	<input checked="" type="checkbox"/> [X] Approved	<input type="checkbox"/> [ ] Disapproved	<i>W. H. Shell</i>	<i>4-23-73</i>
	25 are:				